

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, February 8, 2010, in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin.

Present: Mary Scray—Chair, Bernie Erickson, Pat Evans, Tom Lund, John VanderLeest, Guy Zima.
Excused: Andy Nicholson.
Also Present: Carole Andrews, Bill Bosiacki, Tom DeWane, Mike Fleck, Bob Heimann, Tom Hinz, Sandy Juno, Dave Kaster, Debbie Klarkowski, Jack Krueger, Chuck Lamine, Darlene Marcelle, Fred Mohr, Sara Perrizo, Jerry Polus, Pat Wetzel.
Tony Walter, Media, and Other Interested Parties.

I. Call Meeting to Order:

The meeting was called to order by Chair Scray at 6:02 p.m.

II. Approve/Modify Agenda:

Motion made by Supervisor Lund and seconded by Supervisor Erickson to modify the agenda removing Item No. 8 Discussion re: Clerk Typist I—Veterans' Department and approve as amended. MOTION APPROVED UNANIMOUSLY.

III. Approve/Modify Minutes of January 11, 2009:

Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

Comments from the Public/Such Other Matters as Authorized by Law: None.

Communications:

- 1. Communication from Supervisor Haefs re: Request that the Committee discuss having those departments with Planning/Development oversight present 2011 Budgets with zero levy dollar increases. *Motion at PD&T: To refer to the Executive Committee with a request that they discuss having all departments present 2011 budgets with a composite levy increase of zero dollars:***

Supervisor Lund stated that a zero levy increase is a worthy goal; and hopefully, that goal can be achieved in the Budget for 2011.

Chair Scray asked that this be sent to all different departments to send to their committees.

Motion made by Supervisor Zima and seconded by Supervisor Evans to approve. MOTION APPROVED UNANIMOUSLY.

Legal Bills:

2. Review and Possible Action on Legal Bills to be paid:

Motion made by Supervisor Erickson and seconded by Supervisor Zima to pay the legal bills. MOTION APPROVED UNANIMOUSLY.

(Supervisor VanderLeest arrived at 6:05 p.m.)

Reports:

3. Internal Auditor Report:

- a. Discussion and Possible Action re: County Meal Reimbursement:**
Ms. Perrizo, Internal Auditor, reviewed a recent survey and reported that, of the counties surveyed, Brown County is the highest. She added that the employees are required to turn in receipts to substantiate expenses, and the maximum amount reimbursed is \$54.00 per day. She said the next highest is \$40.00 per day, and the Code currently states that this is based on the IRS rate set for the City of Madison.

Motion made by Supervisor Lund and seconded by Supervisor VanderLeest to have meal reimbursement cut to \$38.00 to match Waukesha County, which would be \$8.00 for breakfast; \$10.00 for lunch, and \$20.00 for dinner. NO VOTE TAKEN.

Supervisor Zima suggested \$8.00 for breakfast; \$10.00 for lunch; and \$15.00 for dinner. He added if a person wants to spend more, that is their prerogative.

Motion by substitution made by Supervisor Zima and seconded by Supervisor Lund to reduce the meal reimbursements to \$8.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner. MOTION APPROVED UNANIMOUSLY.

Supervisor VanderLeest asked how much Brown County pays annually for meal reimbursement. Ms. Perrizo replied that this number had not been extracted and that she could manually obtain that information if needed. He agreed that \$54.00 is excessive, and said he would support the motion.

Supervisor Evans indicated that he would like to know how much Brown County spends and the breakdowns. He said he does not like nickel and diming employees when they are being sent out of town. He said he could support lowering this, but opines that this amount might be too low. He added that he would like to have this information before the February County Board Meeting.

Ms. Perrizo said she would obtain this information for the past 2 years.

Supervisor Lund said he could support the \$33.00 per day and stated that all have to tighten their belts in these times. He added that this could be adjusted at budget time next year if needed.

Motion amended by Supervisor Erickson and seconded by Supervisor Evans to reduce meal reimbursement to \$8.00 for breakfast, \$10.00 for lunch, and \$15.00 for dinner or a total of meals not to exceed \$33.00 per day. MOTION WITHDRAWN BY SUPERVISOR ERICKSON.

When the comment was made that some hotels offer free breakfasts, Supervisor Zima expressed disagreement with allowing employees to be reimbursed higher amounts for lunch and dinner. He added that this is an area where Brown County can set an example in these economic times.

b. Analysis of Fee-Based Services—County Clerk’s Office:

Ms. Perrizo said there were some questions at budget time concerning whether Brown County is making money or subsidizing the State on services mandated by the State. She said she reviewed the fee-based services.

Ms. Perrizo stated that it appears that Brown County is losing money on the sale of alarm permits—about \$3.00 per permit. Therefore, she recommends that Brown County increase the fee by \$3.00 to break even.

Ms. Perrizo said Brown County lost about \$7,000 on the sale of dog licenses. She added the County Clerk’s office is researching the cost of processing those transactions; and once this is completed, this could be addressed. Darlene Marcelle, County Clerk, informed the Committee that the sale of dog tags is an unfunded mandate by the State.

When Supervisor Zima asked if work permits were mandated, Ms. Marcelle replied that they were not. She added that this is done as a community service. Ms. Perrizo said Brown County loses about \$11.00 for each work permit that is issued. She added that the ADRC and some high schools also sell work permits, so her recommendation is that Brown County stop selling work permits from the Clerk’s office. Ms. Marcelle stated that she learned that the ADRC will discontinue selling work permits. She added that she views this as a community service and opined that Brown County should provide that service; because there are employees in the Clerk’s office already, and schools are not in operation during the summer. She added that there are over 900 work permits sold annually.

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to receive and place on file. MOTION WITHDRAWN.

Supervisor Zima asked if there were other places that work permits could be obtained. Sandy Juno, Chief Deputy Clerk, stated that more are discontinuing the sale of permits, to which Supervisor Zima replied that no one wants to lose money doing this. He asked why Brown County doesn’t follow suit.

Supervisor Lund said work permits need to be sold; because those under 18 must have the permits to work. He suggested sending a strong letter to the State to obtain larger reimbursement.

Supervisor Krueger asked if Brown County was solving the State's problem, because Brown County was becoming an agent for the State.

Chair Scray asked if it was known for certain that there are not any other places that work permits are being sold. Ms. Juno said the list is updated at least annually. Ms. Marcelle stated that she was not certain if work permits were sold elsewhere. Chair Scray asked that, either before the next County Board or next Executive meeting, it be ascertained if there are any other places that work permits are being sold.

Supervisor Zima asked if this was an exercise in futility; and he added if Brown County stops selling work permits, would a half position be eliminated? Ms. Perrizo said there is an LTE (limited term employee) position that could be sent home due to lack of work; and part of the recommendation is that this practice be continued. Ms. Marcelle informed the Committee that this LTE position is fully funded for the statewide voter registration from other municipalities.

Supervisor Zima said the net loss for providing this service is \$8,131.00. He questioned whether or not Brown County would be able to save \$9,956.00 if this service is eliminated. Ms. Perrizo said that time would tell how much is saved based on the work flow. Ms. Marcelle stated that there are four elections this year and the staff is needed.

When Supervisor Evans questioned the formula, Ms. Perrizo said the calculations were all done the same way.

Supervisor Zima complimented Ms. Perrizo for the work performed on the audit. He said the recommendation from the auditor is to discontinue the work permit program and instruct the Brown County Clerk to reduce the corresponding part-time hours. He said he is in favor of adopting the recommendations.

Supervisor Lund asked Supervisor VanderLeest to change the motion to show an increase by \$3.00 for the alarm permits and leave the work permits as is; because there is no study yet indicating how this would impact families in Brown County. He said he would not support cutting work permits until this was known. He added that it is disingenuous that an employee would be sent home; because it is not known when someone will come in for a work permit. He said he does agree that the State of Wisconsin should not be establishing unfunded or minimally funded programs.

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to (1) adopt the recommendation for increasing the cost of alarm permits by \$3.00; (2) study the dog permit issue and come back with a recommendation in 90 days; and (3) draft a

resolution to the State of Wisconsin in order to recover more of the cost for providing work permits. MOTION APPROVED UNANIMOUSLY.

c. Other:

Ms Perrizo reported that there is an inmate trust account at the jail with approximately \$40,000 unclaimed. She said she asked John Luetscher, Corporation Counsel, to provide information as to how to proceed with this. When Supervisor Evans confirmed with Ms. Perrizo that Brown County does know the rightful owners of these funds, Ms. Perrizo added that if the rightful owners cannot be found, the State will receive the funds and any interest earned.

Ms. Perrizo said she began the internal control audit of the HR benefits program. She stated that she has met with several people in HR and has asked for step-by-step procedures to audit by February 16, 2010.

Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY.

4. County Executive Report: No report.

Executive Hinz was asked by Supervisor Evans if there was any progress on the MHC (Mental Health Center) facility. Executive Hinz said there was a list compiled of options for the building itself and for the inventory within the building.

Supervisor Evans asked if there was a replacement for the Director of Public Safety Communications position, to which Executive Hinz replied that there was not.

Supervisor VanderLeest recommended that sufficient time be given for marketing the MHC. He opined that a property like this could take 6 months to 1 year to find the appropriate party. Executive Hinz said there is not a timeline established. Supervisor VanderLeest also said he wants to make certain that those parties involved in the new veterans' hospital are contacted regarding possible options. Chair Scray added that the Requests for Offers are being solicited from the public.

5. Labor Negotiator Report: No report.

6. Board Attorney Report: No report.

Chair Scray asked Board Attorney Fred Mohr what the consequences would be if Brown County did not abide by State mandates. Mr. Mohr stated that it depends upon the mandate, and he outlined three options:

- (1) In certain circumstances there is no penalty as such; the State would take Brown County to circuit court to obtain an injunction to require Brown County to comply.
- (2) In some cases the State has the ability to cut funding in sister programs; and

- (3) In some instances the State could perform the requirements of the mandate and bill Brown County for the costs.

Standing Item:

7. Review Brown County requirements of ID when applying for any Social Services from the County:

Chair Scray stated that she will be meeting with the Human Services Director to look at the system currently being used by the jail and will report back to the Committee on this.

Chair Scray thanked the Committee; she said the members have taken this item as their own. She recognized each Committee member and stated that each has provided information and assistance on this.

Supervisor VanderLeest asked about the status of the Veridocs option; and Chair Scray said she will meet with them at the end of February and will report back.

Motion made by Supervisor Lund and seconded by Supervisor Erickson to refer this item to next month's meeting. MOTION APPROVED UNANIMOUSLY.

Other

8. Discussion re: Clerk Typist I—Veterans' Department: Item removed.

9. Discussion re: Finance Manager (formerly Budget & Finance Manager—Human Services):

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to approve. MOTION APPROVED UNANIMOUSLY.

Request to Fill Positions:

10. Request to fill Sanitary Inspector:

Motion made by Supervisor Erickson and seconded by Supervisor VanderLeest to approve. MOTION APPROVED UNANIMOUSLY.

11. Request to fill Director of Public Safety Communications:

Motion made by Supervisor Lund and seconded by Supervisor VanderLeest to start the process to fill the Director of Public Safety Communications position. NO VOTE TAKEN.

Supervisor VanderLeest opined that a nationwide search should be conducted to fill this position. Supervisor Erickson requested that an ad be placed in the NACO (National Association of Counties) monthly publication.

Motion amended by Supervisor Lund and seconded by Supervisor VanderLeest to start the process and use a nationwide search to fill the Director of Public Safety Communications position. MOTION APPROVED UNANIMOUSLY.

12. Memo re: Justification for Filling Law Clerk Position:

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to approve filling the position. MOTION APPROVED UNANIMOUSLY.

Resolutions/Ordinances:

13. Ordinance re: To Create Sec. 30.09 of the Brown County Code Entitled "Purchase and Sale of Scrap Metal:"

Motion made by Supervisor Erickson and seconded by Supervisor Lund to approve. NO VOTE TAKEN.

Supervisor Andrews pointed out that there were changes by the Public Safety Committee that are not reflected in this version.

Motion made by Supervisor Lund and seconded by Supervisor Evans to approve pending language change by Attorney Mohr. MOTION APPROVED UNANIMOUSLY.

14. Resolution re: Change in Table of Organization Sheriff's Department Addition of Grant Funded Positions:

Supervisor VanderLeest asked that it be noted in the record that if the funding is eliminated, the position would be eliminated from the Table of Organization.

Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to approve for the time period stated from January 1, 2010 to December 31, 2012. MOTION APPROVED UNANIMOUSLY.

15. Resolution re: To Approve the Extension of the Resch Center Naming Agreement:

Motion made by Supervisor VanderLeest and seconded by Supervisor Erickson to approve. MOTION APPROVED UNANIMOUSLY.

16. Such Other Matters as Authorized by Law: None.

Motion made by Supervisor VanderLeest and seconded by Supervisor Lund to adjourn at 7:05 p.m. MOTION APPROVED UNANIMOUSLY.

Respectfully submitted,

Lisa M. Alexander
Recording Secretary